

Mission Activity Tracker Program and Products Guide

April 2008 2.0.5 Release



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Program and Products Guide

I. Background

Over the past several months, the MAT team, in close consultation with Bureaus and offices has vetted and updated as needed the list of programs and products available in MAT. The new lists are available in Appendix 1. The new MAT release now provides users with the ability to customize the list of programs and products they use in MAT. Post Administrators (and their designates) will have the ability to manage those programs or products used at their post from a list of Office of Public Diplomacy and Public Affairs (R), International Information Programs (IIP), Bureau Education and Cultural Affairs (ECA) Bureau, Africa Regional Services (ARS) and Public Affairs (PA). This offers posts control over the length of the program/product lists displayed when entering activities. Post Administrators will also have the ability to create individual post lists of mission-initiated programs and products that are developed locally. By associating activities to mission-initiated programs or products, individual posts will be able to monitor activities carried out in support of their local initiatives.

II. Managing Programs and Products in the My Post page

In the My Post page, individual Posts are now be able to manage programs and products. Posts will be able to define the default listing of Programs and Products displayed in their activities by creating a list that only shows the programs/products actually used by that post, rather than a complete listing for all posts.

Programs and products are divided as follows:

1. Program/Product(R, IIP, ECA, PA, ARS): This list includes programs and products from each of the bureaus/offices above that provide these programs or products to Posts. The programs and products used in this list were collected through an extensive collaboration with their respective bureaus and offices. This list will be managed in Washington with post and bureau/office input. Please email any requests for additional programs or products to matinfo@state.gov so they can be cleared and added when appropriate.
2. Mission Initiated Program/Product: A program or product is local when it is developed by a Post using local funds to carry out public diplomacy activities reaching foreign audiences. All Post Administrators have the privilege to manage and create local programs and products.

In Appendix 2 you will find step by step instructions on managing Programs/Products.

III. Program and Product Reports

The new release also includes new drop down lists in the Reports page that will allow users to generate reports on activities associated with a specific program or product. All MAT users will have access to these reports, both in Washington and in the field, increasing knowledge sharing while also demonstrating the multiplier effects of programs that engage key foreign audiences through PAS field activities.





Appendix 1. Program/Product Lists

Office of Public Diplomacy and Public Affairs (R)
R - Business Women Leaders Summit
R - Economic Opportunity
R - Diplomacy of Deeds (<i>NOTE: this category combines health and medical diplomacy</i>)
R - Integrated Media Campaign Partnership
R - Public Private Partnerships
R - Youth Enrichment Program (YEP)
R - Echo Chamber Messages
R - Regional Public Diplomacy Hubs
R - Edward R. Murrow Journalism Award
R - The Benjamin Franklin Award
R - Public Diplomacy Update News Letter
R - War of Ideas

International Information Programs (IIP)
IIP- America.gov
IIP- Compilation of America.gov texts
IIP- American Corner Services and American Corner Support
IIP- Article Alert
IIP- Copyright Services, Book Translations
IIP- Digital Video Conferences (DVC) and Teleconferences
IIP- Counter Disinformation/Misinformation
IIP- Electronic Publications, E-Journal USA, PowerPoints
IIP- Op-eds
IIP- INFOCENTRAL, PD Briefing Book, Best Practices, and International Event Calendar
IIP- InfoUSA
IIP- Listserv products
IIP- Photo Services
IIP- Print Publications and Paper Shows
IIP- Reference Services and IRC Support
IIP- Translations
IIP- U.S. Speakers and Specialists, Strategic Speakers, and Citizens Dialogue
IIP- Video
IIP- Webchats, Webcasts, and Podcasts
IIP- Books





Bureau Education and Cultural Affairs (ECA)
Afghanistan Teacher Education Program
American Cultural Specialists (ACULSPECS)
Edmund S. Muskie FSA Graduate Fellowship Program
Education USA
Education USA
Edward R. Murrow Program for Journalists
Eisenhower Fellowship Program
English as a Foreign Language Institutes for Egypt, Jordan, Morocco and Syria
English Language Fellows
English Language Specialists/Speakers
Fulbright US Student Program
Fulbright Teacher Exchange Program
Future Leaders Exchange Program (FLEX)
Global Connections and Exchanges
Rhythm Road - American Music Abroad
Ngwang Choephel Exchange Program
Professional Advising Leadership Fellows Program
Sports UNITED
Turkish Teacher Training Project
Center for Hemispheric Policy at the University of Miami
US -Timor Leste Scholarship Program
US - Russia Experts Program
Education USA - US Based Training Program for Overseas Educational Advisors
Cultural Programs: US Participation in Major International Art Exhibitions (the Biennials)
Youth Leadership Programs
IVLP - Single Country Program
Ambassador's Fund for Cultural Preservation
American Artists Abroad
American - French Teachers in Training Program
Community College Summit Initiative Program
Cultural Diplomacy
Film Service
Faith and Community
Fusion Arts Exchange Program
India - Pakistan English as a Foreign Language Program
Indonesia English Language Study Program
International Leadership in Education Program
Global Education: Cooperative Grants Program
IVLP - Individual Grant Programs
Study of the US/American Studies Faculty, Scholars & Educators
Citizen Exchanges: Open Competition/Area Grants
Study of the U.S. Institutes for Undergraduate Student Leaders





Bureau Education and Cultural Affairs (ECA)
WHA Regional School Administrator Program
U.S.-Russia Language, Technology, Math and Science Program
Iraqi Young Leaders Exchange Program for Undergraduate Students
Summer Institute of Teachers of Chinese as a Foreign Language
National Security Language Initiative Summer Language Institutes for American Youth (High School)
Study of the U.S. Summer Institutes for High School Student Leaders
Professional Training Europe
Professional Training Eurasia
Opportunity Initiative
Online Resources for English Language Teachers
National Security Language Initiative: Critical Language Scholarships for Intensive Summer Institutes (Undergrads/Grads)
Teachers of Critical Languages Program
Alumni Programs
American Center for International Labor Solidarity
American Council of Young Political Leaders (ACYPL)
American Fellows Program
American Public Diplomacy Envoy
American Serbia Montenegro Youth Leadership Exchange
Armenia School Connectivity Program
Benjamin A. Gilman International Scholarship Program
Binational Centers & US Embassy English Teaching Program
Books In A Box
Burma Refugee Scholarship Program
China/Korea Interparliamentary Exchanges
Clearinghouse of USG-Sponsored International Exchanges and Training
Community Connections
Congress - Bundestag Staff Exchange
Congress - Bundestag Youth Exchange
Council of American Overseas Research Centers
Cultural Ambassadors
Cultural Property/Heritage Protection
Cyprus America Scholarship Program
Educational Partnerships Program
English Access Microscholarship Program
English Teaching Materials
E-Teacher
Eurasia Undergraduate Exchange Program
Fulbright Faculty Development Program
Fellowship in Contemporary Issues
FORTUNE/US State Department Mentoring Partnership





Bureau Education and Cultural Affairs (ECA)

Forum Magazine
Fulbright Foreign Language Teaching Assistant (FLTA) Program
Fulbright New Century Scholars Program
Fulbright Scholar-in-Residence Program
Fulbright Senior Specialists Program
Fulbright US Scholar Program
Fulbright Visiting Scholar Program
German American Partnership Program (GAP)
Global Connections and Exchanges
Global Cultural Initiative
Hubert H. Humphrey Fellowship Program
Indonesian Pesantren Student Project
Institute for Representative Government
Intercultural Public Private Fellows Program
International Center for Middle East Western Dialogue
Irish Institute
Israeli-Arab Scholarship Program
IVLP - Community Resources Program
IVLP - Multi-Regional Program
IVLP - Regional Program
IVLP - Voluntary Visitors
Japanese National Personnel Authority Fellows
Journalist Reporting Tours
Junior Faculty Development Program
Korea Youth Exchange
Koreans from the Ministry of Government Affairs
Mike Mansfield Fellowship Program
National Youth Science Camp of the Americas
Near East-South Asia Undergraduate Program (NESA UGRAD)
Network on Tolerance in Journalism Program
Partners of the Americas
PL 402 Training Program
Regional Graduate Fellowship
Sister Cities International
Sports Diplomacy with Iran
Sports Diplomacy with Iraq
Summer Institute for English language Educators from South Africa
Summer Institutes for African Educators
Teacher Training Program
Teaching Excellence and Achievement (TEA) Program
The Center for Cultural and Technical Interchange (East-West Center)
The National Clearinghouse on Disability and Exchange





Bureau Education and Cultural Affairs (ECA)

Tibet Scholarship Program
US - South Pacific Scholarship Program
Video Series: Shaping The Way We Teach English
Vietnam Fulbright Economics Teaching Program
Youth Exchange and Study Program (YES)
Youth Science Leadership of the Americas

Public Affairs (PA).

PA - Guidance Packages
PA - Mini Talkers/Facts Sheets
PA - News Clips
PA - News Letter
PA - News Releases
PA - One-pagers
PA - Op-eds
PA - Rapid Response Unit
PA - Speaker Kits
PA - Talking Points
PA- TV Co-op

Africa Regional Services (ARS)


ARS-DVCs
ARS-Traveling Performing Artist Program
ARS-Traveling Speakers Program
ARS-Press
ARS-Video Loan Program
ARS-Books in French
ARS-Library Support Services
ARS-Nouveaux Horizons
ARS-IIP Publications in French
ARS-Information Management
ARS-Graphic Unit

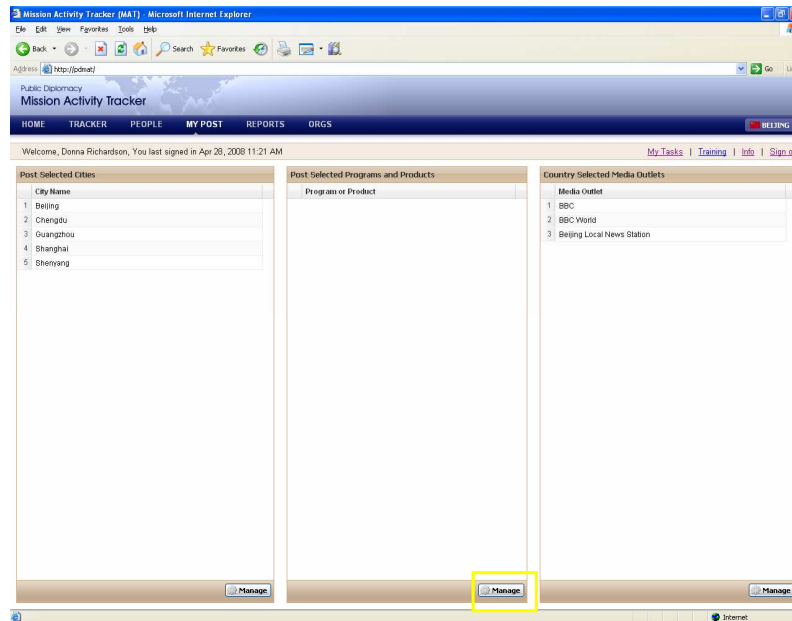


Appendix 2. Step by Step Instructions- Managing Programs and Products

1. Go to the “My Post” page in the Navigation Bar.




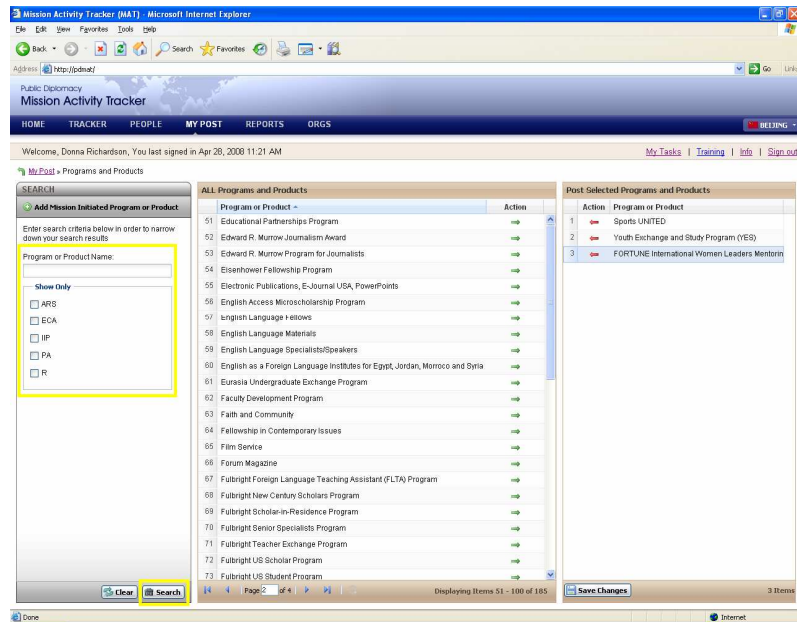
2. Click the  button on the bottom of the “Post Selected Programs and Products” window.




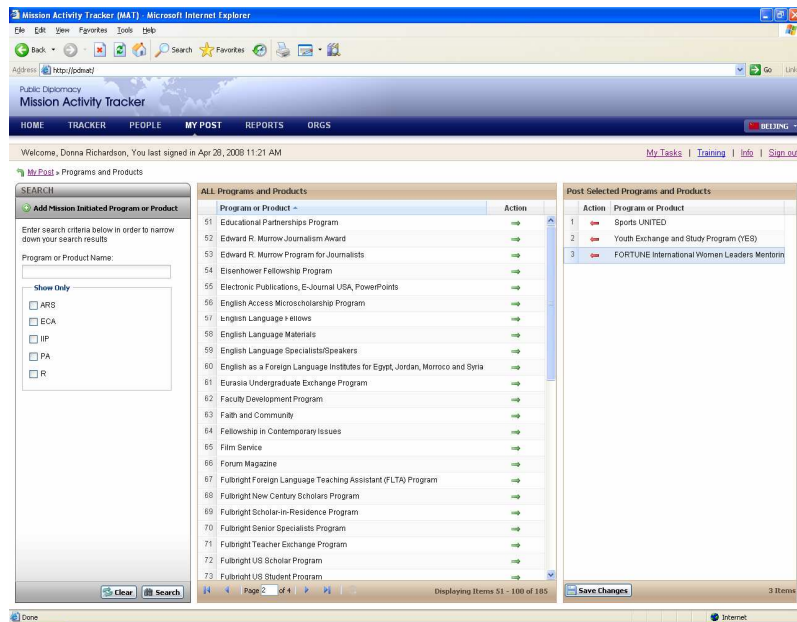
3. The Programs and Products offered to Posts by ARS, ECA, IIP, PA, R have all been listed in the “All Programs and Products” window. Here is where you assign the Programs and Products most commonly used at your Post (so that the entire list does not appear in an Activity).



You can search for Programs and Products two ways:

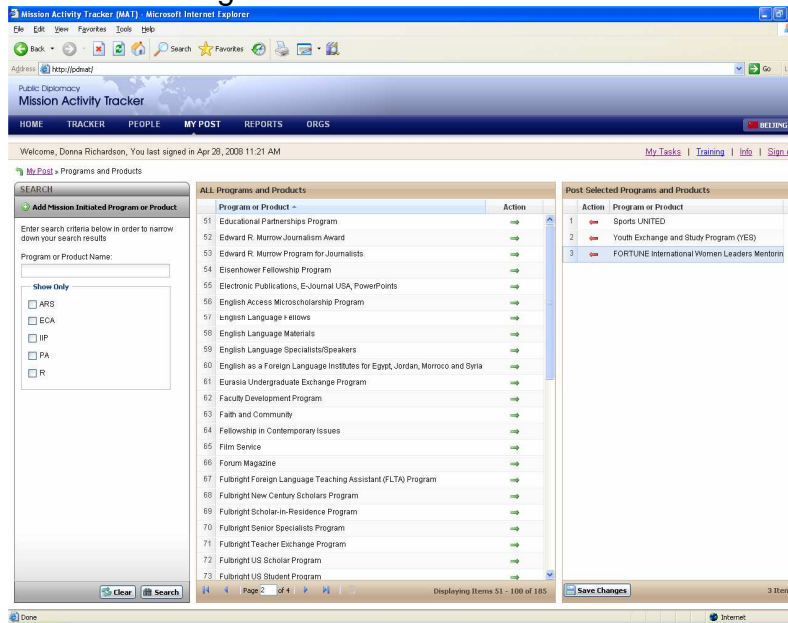
- In the SEARCH window, under “Program or Product Name” enter part or an entire Program or Product in the keyword search field, then click the  button at the bottom of the window.




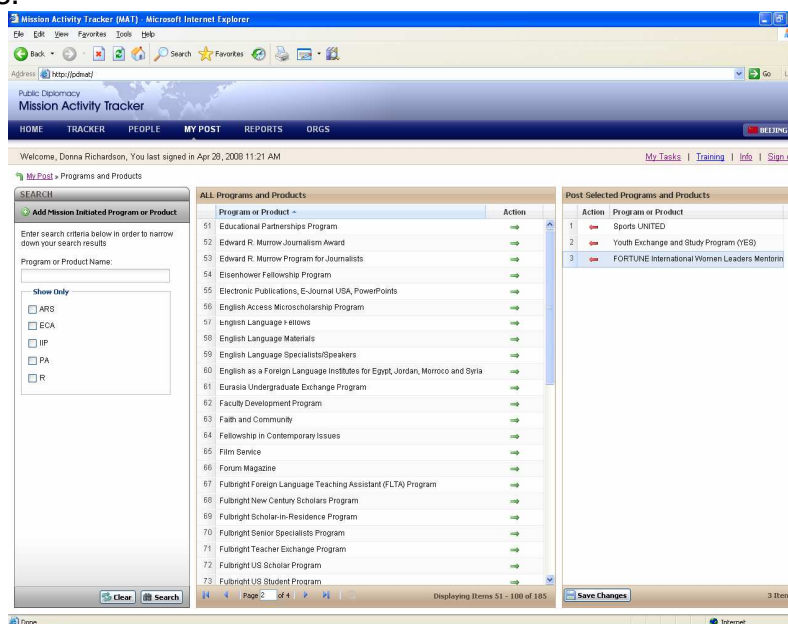
- Move through each of the pages of the “All Programs and Products” window, clicking the page forward buttons  at the bottom of the window to find Post applicable Programs and Products.





- To have a Program or Product appear in your Activity dropdown lists, move a Program or Product to the “Post Selected Programs and Products” window. You do this by selecting the  button to move that Program or Product to the “Post Selected Programs and Products” window. Repeat for all of your Post Selected Programs and Products. If you select a Program or Product that you do not want, simply select the  button to move that Program or Product back to the “ALL Programs and Products” window.

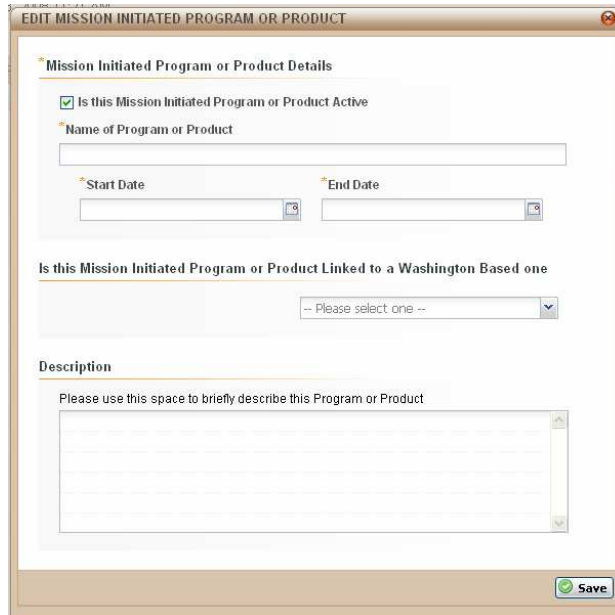


- When finished selecting all “Post Selected Programs and Products”, select the  button at the bottom of the “Post Selected Programs and Products” window. A save confirmation will appear and a saved confirmation status.



NOTE: Select the return to “My Post” button located at the top of the search column to return to the “My Post” page.

6. Mission Initiated Programs are not on the list of “ALL Programs and Products.” To add a Mission Initiated Program or Product, under the SEARCH window, select the  button.
7. A new dialog box will appear allowing you to enter your Mission Initiated Program or Product information. Fill data into the appropriate fields in the box. When finished entering in data, select the  button. A save confirmation will appear and a saved confirmation status.



EDIT MISSION INITIATED PROGRAM OR PRODUCT

*Mission Initiated Program or Product Details

☒ Is this Mission Initiated Program or Product Active

*Name of Program or Product

*Start Date

*End Date

Is this Mission Initiated Program or Product Linked to a Washington Based one

-- Please select one --

Description

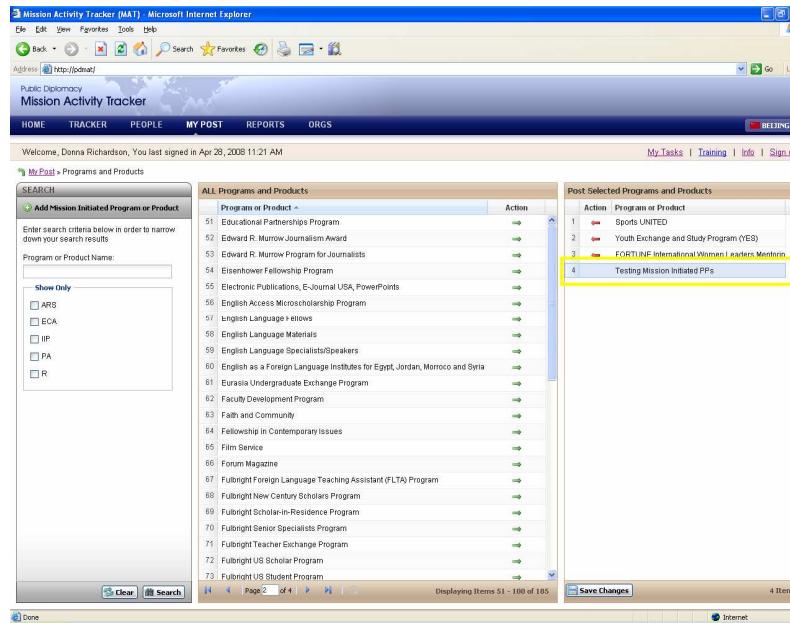
Please use this space to briefly describe this Program or Product

***Please take note:** on a Mission Initiated Program or Product only the “Name of Program or Product,” “Start Date,” and “End Date.”

8. Once a Mission Initiated Program or Product has been saved, it will appear in the “Post Selected Programs and Products” window. Select the



button at the bottom of the “Post Selected Programs and Products” window. A save confirmation will appear and a saved confirmation status.

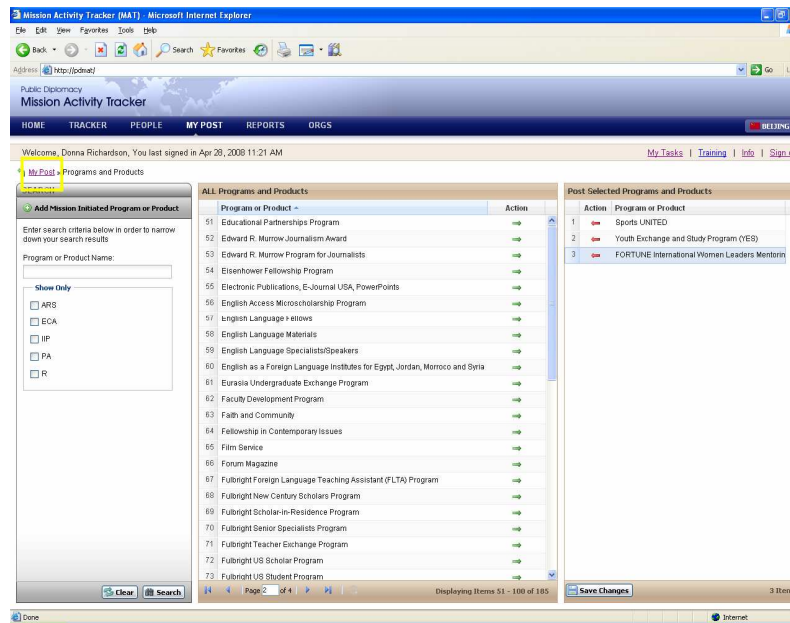


* **Take note:** a button will not appear next to Mission Initiated Programs or Products. These are applicable to your Post only.

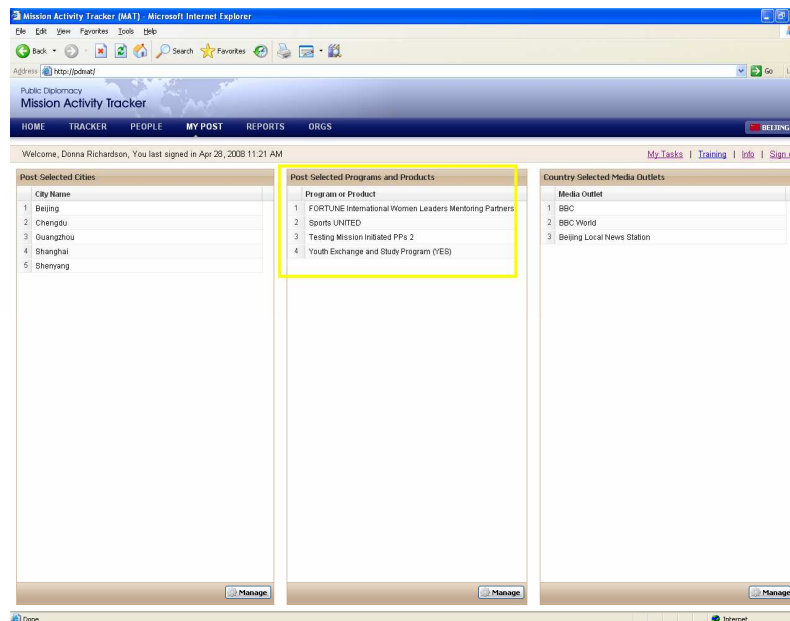
9. To Edit or Delete a Mission Initiated Program or Product, double click on the Mission Initiated Program or Product under the “Post Selected Programs and Products” list. A dialog box with your Mission Initiated Program or Product

information will appear and the buttons: . From here, you can either Delete the entire entry (a confirmation of deletion will appear before allowing this to happen quickly), or you can Edit (bringing you back to Step 7). Note: If a Mission Initiated Program or Product is associated with an activity it cannot be deleted. In this case it should be deactivated.

10. When finished with all Post Selected Programs and Products, select the [My Post](#) link above the SEARCH window to return to the “My Post” page.



* On the “My Post” page, the newly selected Programs and Products will appear in the “Post Selected Programs and Products” summary window.



NOTE: Select the return to “My Post” button located at the top of the search column to return to the “My Post” page.